



# **Standard Performance Appraisal Communication Environment (SPACE)**

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# Agenda

- Overview
- Business Drivers
- Benefits
- Roles and Responsibilities
- Performance Plan Structure in SPACE
- Summary of Changes
  - SPACE
  - EPCS
- LaRC Deployment of SPACE
- Key Dates



# What is SPACE?

- Performance management tool that automates the paper-based EPCS for all GS-level employees
- Provides an electronic Employee Performance Folder which includes performance plans, mid-term reviews, and final ratings
- Integrates with other NASA HR systems
- All Centers will use starting with 2013-2014 plans

**SPACE goes live May 6, 2013**



# Business Drivers

- Promote accountability
  - Records signatures and time-stamps for perf milestones
  - Not possible to back-date in SPACE
- Ensure timeliness and transparency
- Greater convenience and efficiency
  - Automated/electronic signatures
  - Real-time status data via supervisor dashboard and reports
- Integrated with other NASA HR Info Systems



# Benefits

- Reduce manual labor associated with perf appraisal activities
  - Single location for all perf info; allows copying of plans
  - Real-time reporting
- Improve compliance with EPCS process and timelines
  - Supervisor dashboards to track status of perf cycle milestones
- House element library and model standards/indicators to contribute towards improvement in the quality of performance plans
- Facilitate supervisor-employee communication
  - Does not replace face-to-face supervisor/employee discussions



# Roles and Responsibilities -OHCM

- Center Reps/Change Mgmt/System Admin
  - Katrina Young, Lois Alliss, Deb Perry, Kate Spruill
- Testing – OHCM team and field representatives
  - Admin Officers, Center supervisors, Labor representative
  - Thanks to all who helped with the testing
- Training and Outreach – OHCM team
- Labor Engagement – Kate Spruill
  - Agency-level Labor consultation on-going



# System Roles

- **Center Administrator** - OHCM
- **HR (Employee Relations) Specialist** – Advance appraisal through the process without employee signature
- **Administrative Officer** – Change employee Rating and Reviewing Official; run reports
- **Manager** – Review performance management process in the org; SES automatically mapped to this role for their orgs
- **Reviewing Official** – Review final ratings; signs off on review
- **Rating Official** – Create/modify/sign performance plans; view employee accomplishments in system; create notes; conduct final ratings
- **Proxy Official** – Add/remove/write/edit elements, standards, and indicators
- **Employee** – Review, provide comments, sign performance plan and reviews; note accomplishments; request progress reviews

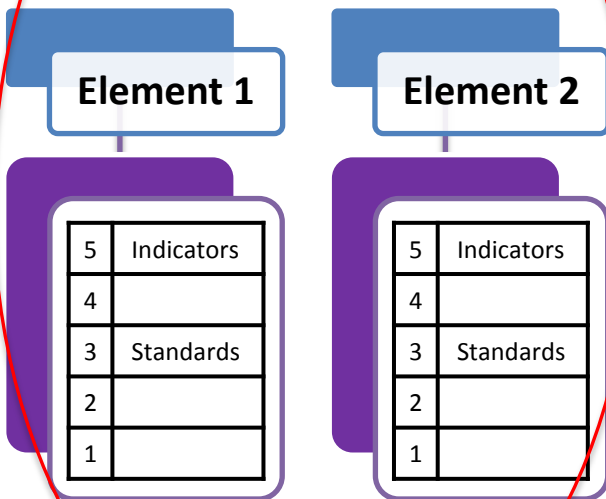
**No contractor access to SPACE**



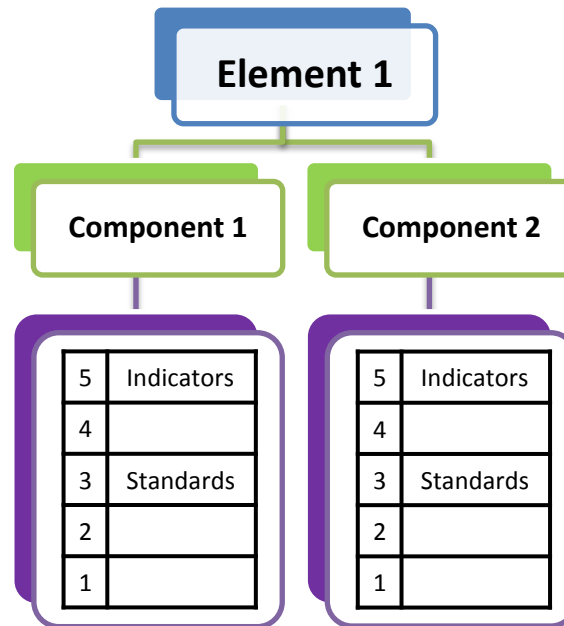
## Performance Plan Structures

### Basic

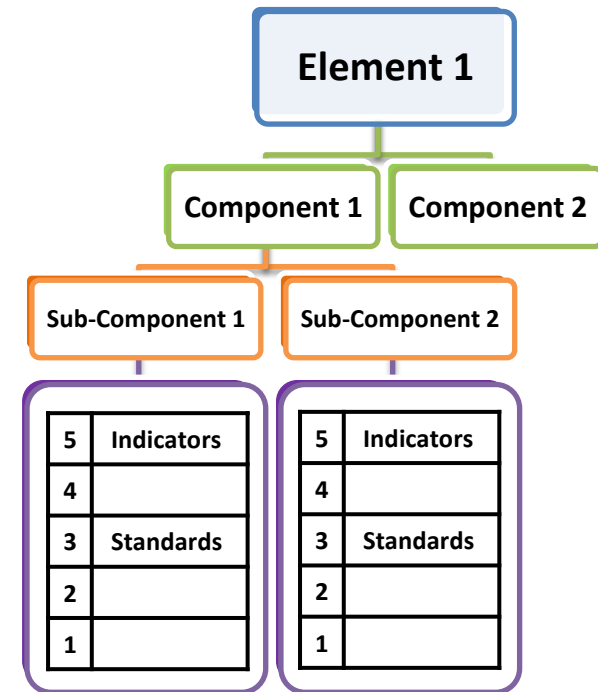
LaRC's Structure



### Component



### Multi-Level







# Summary of Changes

	Start 2012-13	End 2012-13	2013-14 SPACE
<b>Mandatory Elements</b>	Supervisory element	No change	Separate element addressing employee performance management
<b>Establishing Elements</b>	Supervisor writes	No change	Element library or supervisor can write elements
<b>Element Ratings</b>	Elements rated on 5 levels	No change	Elements rated on 3 levels (5, 3, 1)
<b>Summary Ratings</b>	Lowest element rating drives the summary rating	Calculate average of 3, 4, and 5 element ratings: 5.0 = Distinguished 4.X = Accomplished 3.X = Fully Successful 2 on element = Needs Impr 1 on element = Unacceptable	No change in calculation  L2 (Needs Improvement) eliminated from summary ratings



# LaRC Deployment of SPACE

- Training will be role-based, instructor-led
  - Employees
  - Administrative Officers
  - Supervisors (optional for Administrative Officers)
- Learning lab assistance
- Small group help sessions
- Information section/FAQs on OHCM website
- Center-wide emails; brochure/pamphlet to all employees
- LaRC SPACE-specific help desk phone number - 4-3350
- LaRC SPACE-specific email address to which to send questions – [LaRC-dl-ohcm-SPACE@mail.nasa.gov](mailto:LaRC-dl-ohcm-SPACE@mail.nasa.gov)

**SPACE goes live May 6, 2013**



# Key Dates EPCS & SPACE

- 4/23/13 Center communication on SPACE begins
- 5/06/13 SPACE go-live
- 5/31/13 2012-13 Performance Appraisals Complete \*
- 6/10/13 2012-13 Performance Appraisals to OHCM
- 7/19/13 2012-13 Performance Ratings in the NOPS System
- 7/31/13 2013-14 Performance Plans in SPACE\*\*

## Notes:

\* Ensure Reviewing Official completes review before ratings are assigned

\*\* 7/31/13 date is **critical** to the new supervisory element related to EPCS timeliness



# EPCS: Second-level Review

- Consists of an overview (e.g. trends, consistency); not a review and approval of individual ratings
- Reviewing Officials may require additional justification for ratings and address observations such as inconsistency between rating officials, disparity ratings between groups of employees, etc.
- Intent is for second-level review to be conducted prior to final ratings being communicated to employees